



Security Procedure for Dissemination of Engineering Records Information to the Public

This sets forth procedures for information released to the public with regard to the water and sanitary sewer systems. For security reasons, release of information pertaining to the City of Rockville's water and sewer infrastructure shall be monitored and tracked. Specifically, these procedures shall be followed upon request of the following information:

- Plans/blueprints, as-built drawings, or contract documents of buildings;
- Plans/blueprints, as-built drawings, contract documents, or 200-FT sheets of the water distribution system, wastewater collection system, water and wastewater facilities, such as pumping stations; and
- Other sensitive plans/blueprints, as-built drawings or contract documents as identified by the City's Department of Public Works (DPW) Staff.

These procedures are implemented as a result of state laws protecting water security information. For the State of Maryland, this law is included in the *Annotated Code of Maryland, State Government Article, Section 10-618* (Exhibit A on the other side of this page).

Procedure:

Upon request for specific information regarding the City of Rockville's infrastructure, as defined above, each person is required to:

1. Complete the *Application for Requesting Engineering Records/Information*.
2. Appear in person to sign the application form and submit a valid/current United States driver's license. A photocopy will be attached to the application.

Once the information on the application has been verified, the applicant will be provided a date to return to pick up the engineering records/information.

The verification process may take up to one week. The applicant may call 240-314-8500 to check on the status of their application.

Craig L. Simoneau, P.E., Director of Public Works

Date

Updated:

Exhibit A

Maryland Law, as stated in the Annotated Code of Maryland, State Government Article, Section 10-618, which reads:

(a) Unless otherwise provided by law, if a custodian believes that inspection of a part of a public record by the applicant would be contrary to the public interest, the custodian may deny inspection by the applicant of that part, as provided in this section.

...

(j) (1) Subject to paragraph (2) of this subsection, a custodian may deny inspection of:

(i) response procedures or plans prepared to prevent or respond to emergency situations, the disclosure of which would reveal vulnerability assessments, specific tactics, specific emergency procedures, or specific security procedures;

(ii) 1. building plans, blueprints, schematic drawings, diagrams, operational manuals, or other records of airports and other mass transit facilities, bridges, tunnels, emergency response facilities or structures, buildings where hazardous materials are stored, arenas, stadiums, and waste and water systems, the disclosure of which would reveal the building's or structure's internal layout, specific location, life, safety, and support systems, structural elements, surveillance techniques, alarm or security systems or technologies, operational and transportation plans or protocols, or personnel deployments; or

2. records of any other building or structure owned or operated by the State or any of its political subdivisions, the disclosure of which would reveal the building's or structure's life, safety, and support systems, surveillance techniques, alarm or security systems or technologies, operational and evacuation plans or protocols, or personnel deployments; or

(iii) records prepared to prevent or respond to emergency situations identifying or describing the name, location, pharmaceutical cache, contents, capacity, equipment, physical features, or capabilities of individual medical facilities, storage facilities, or laboratories established, maintained, or regulated by the State or any of its political subdivisions.

(2) The custodian may deny inspection of a part of a public record under paragraph (1) of this subsection only to the extent that the inspection would:

(i) jeopardize the security of any structure owned or operated by the State or any of its political subdivisions;

(ii) facilitate the planning of a terrorist attack; or

(iii) endanger the life or physical safety of an individual.